

## **BUDGET CATEGORY TERMINOLOGY**

### **Service Category 1 - Employment**

Definitions of specific activities to be included in the Employment Service category are as follows:

#### **Information and Referral (I & R)**

- Information about employment and job training services.
- Referral to community programs.

#### **Job Counseling**

- Periodic counseling of un- or under-employed participants, including help with job hunting skills, formation of job clubs or identification of jobs.
- Can include I & R activities.

#### **Job Placement/Development**

- Consists of comprehensive projects to get jobs for low-income persons.
- Development means finding vacant positions for which employers agree to interview low income job seekers.
- Placement includes setting up job interviews for participating job hunters.
- Can include job counseling, job banks and I & R activities.

#### **On-the-Job Training (OJT)**

- On-the-Job Training (OJT) activities to enhance the skills of working persons during their hours of employment.

#### **Summer Youth Jobs (OJT)**

- Summer jobs for low-income young people, providing them income, work experience, and perhaps OJT.

#### **Head Start Staff/OJT**

- Use of CSBG resources for OJT projects for Head Start staff, in support of that HHS program.

#### **Weatherization Crew (OJT)**

- Use of CSBG resources for OJT projects for crews and staff, in support of DOE or other weatherization assistance programs.

#### **Other OJT**

- Other OJT projects of local CSBG agencies, such as adult work experience, or career development for the staff of local CSBG agencies.

#### **Employment Generating Projects**

- Businesses, services or projects supported or run by local CSBG agencies to provide new job opportunities for low-income people.
- Can also include part-time income-enhancing projects such as establishing produce markets to sell surplus produce from community gardens.

#### **Skills Training**

- Training in skills for which there are immediate or reoccurring job opportunities.
- Includes training in word processing, welding, job hunting and similar skills.

**Other Employment Projects**

- Includes support of Green Thumb and projects to assist in finding jobs for such groups as the elderly, ex-offenders and single mothers.
- Can include provision of transportation to employment project participants and support for Department of Labor programs such as welfare-to-work and former Job Training Partnership Act (JTPA) programs consolidated under the Workforce Investment Act (WIA).

**Interagency and Statewide Planning and Coordination**

- Participation by CSBG agencies in the local planning and coordination of the Workforce Investment Act (WIA).
- Participation by CSBG agencies in local, regional or statewide planning and/or coordination of other community employment programs.

**Community Organization and Brokerage/Advocacy**

- Projects to mobilize community resources to meet the employment and job training needs of low-income persons, to increase community or employer awareness of identified employment and training needs of the poor, and to arrange for partnerships and coordinated initiatives in employment projects.

**Homeless Programs**

- Any of the above activities specifically targeted to the homeless population.

**Service Category 2 - Education**

Definitions of specific activities to be included in the Education Service category are as follows:

**Information and Referral**

- Information about educational opportunities.
- Referral to community programs.

**Counseling and Guidance**

Providing advice and guidance to low-income youths and adults about their educational aspirations and opportunities. These services may come in the form of:

- Counseling for at-risk students and dropouts;
- Students seeking scholarships to a college or technical school; or
- Adults seeking educational resources.

**Public Education and Public Information**

- Educational or informational activities conducted by local CSBG agencies to inform the general public about the problems and solutions of poverty in their communities.

**Head Start Support**

- Use of CSBG resources to supplement and improve the educational quality of the Head Start programs that are run by local CSBG agencies.

**Day Care and Child Development**

- Childcare and/or classes, frequently providing both child development instruction and support for working parents.
- Direct instruction in parenting skills.

**Adult Basic Education (ABE), GED Instruction and/or Other Instruction**

- Classes preparatory to obtaining a high-school equivalency certificate (GED), literacy skills, basic math skills, and English language, as well as all other instruction, workshops and tutoring.
- May also include classes in alternative education for high school dropouts, craft workshops, etc.

**Other Education Projects**

- Provision of transportation to education project participants.
- Scholarship programs for low-income students.
- In-school dropout prevention.
- Tutoring and counseling, etc.

**Interagency and Statewide Planning and Coordination**

Cooperation in meeting community education needs through:

- Interagency planning and/or coordination, and
- Statewide meetings or conferences to educate the general public or policymakers about the needs of low-income groups.
- Includes coalition-building projects of state CSBG offices to bring together concerned organizations and agencies to study, gather information and recommend solutions for the statewide needs of low-income groups.

**Community Organization/and Brokerage/Advocacy**

- Projects to mobilize community resources to meet the educational needs of low-income persons,
- To increase community or employer awareness of identified employment and training needs of the poor, and
- To arrange for partnerships and coordinated initiatives in education projects.

**Homeless Programs**

- Any of the above activities specifically targeted to the homeless population.

**Service Category 3 - Income Management**

**All CSBG-funded energy efficiency activities should be included here.**

Definitions of specific activities to be included in the Income Management Service category are as follows:

**Household Financial Counseling and Information and Referral**

- Providing information and referral about income management and counseling,
- Instructing low-income individuals and families about preparing and implementing household budgets, and
- Assisting with personal, credit and general consumer education issues.

**Income Tax Counseling**

- Assisting low-income individuals and families to prepare their federal, state and/or local annual income tax reports, and informing them about the availability of credits and benefits.

**Alternative Energy Installations, Public Information (Energy Conservation, Residential Energy Conservation Workshops, Weatherization Support)**

- Workshops for low-income people or the general public on do-it-yourself home energy conservation measures.
- The use of CSBG resources to supplement the DOE or other state and federal weatherization programs run by local CSBG agencies with the objective of obtaining greater residential energy savings for low-income families.
- Installation of solar window collectors, greenhouses, solar hot water heaters and other residential applications of low-cost alternative energy devices.

#### **Other Income Management Projects**

- Other projects to assist low-income persons to make better use of available income, such as organizing credit unions, food co-ops and car pools or van pools.

#### **Interagency or Statewide Planning and Coordination**

- Participation in interagency local or statewide planning and/or coordination to meet community needs in areas such as residential energy conservation, tax preparation, consumer education, etc.

#### **Community Organization and Brokerage/Advocacy**

- Projects to mobilize community resources to identify or meet the needs of low-income persons to preserve income.
- Projects to increase local awareness of the identified needs of low-income populations to stretch their income and to arrange for partnership and coordinated initiatives in income management projects.

#### **Better Use of CSBG Resources**

- Initiatives that pioneer more effective CSBG uses.
- Grants or contracts to train or provide technical assistance to local CSBG agencies, whether made to individual consultants, firms, state CAA associations or state training bureaus.
- Data collection projects, except needs assessments.

#### **Homeless Programs**

- Any of the above activities specifically targeted to the homeless population.

### **Service Category 4 - Housing**

Definitions of specific activities to be included in the Housing Service category are as follows:

#### **Information and Referral**

- Information about housing services.
- Referral to existing community programs.

#### **Homeownership Counseling/Loan Assistance**

- Counseling on homeownership for low-income people, including assistance completing applications for HUD and Rural Development (formerly FmHA) home loan programs.

#### **Other Housing Counseling and Landlord/Tenant Advocacy**

- Counseling in landlord/tenant relations, as well as assistance in applying for rent subsidies and with default/displacement and relocation situations, as well as fair housing concerns.

**Home Repair/Rehabilitation**

- Provision of home repair and residential rehabilitation services to elderly and other low income households.
- Can include home maintenance workshops.

**Other Housing Programs**

- Support for group homes;
- Meeting safety and health code standards;
- Home construction for low-income families;
- Urban homesteading;
- Provision of transportation to housing project participants; or
- Initiatives to enforce the Community Reinvestment Act.

**Interagency and Statewide Planning and Coordination**

- Cooperation in meeting community housing needs through interagency or statewide planning and/or coordination.
- Can include participation in preparation of applications from local governments for Community Development Block Grant funds, rural water and wastewater facilities and Section 8 Housing.

**Community Organization and Brokerage/Advocacy**

- Projects to mobilize the resources of communities to identify or meet the housing needs of low income families.

**Homeless Programs**

- Any of the above activities specifically targeted to the homeless population.

**Service Category 5 - Emergency Services**

Definitions of specific activities to be included in the Emergency Services category are as follows:

**Information & Referral**

- Information about emergency and disaster relief services.
- Referrals to existing community programs.

**Cash Assistance/Loans**

- One-time payments or short-term loans to families or individuals to help meet emergency needs for shelter, food, clothing, fuel, etc.

**Emergency Energy Support**

- Use of CSBG resources to amplify or supplement the crisis assistance or fuel payment aspects of any home energy assistance programs that are run by local CSBG agencies.
- Any CSBG resources used to make emergency energy payments, energy-related repairs, energy-related advocacy and/or crisis interventions, especially with energy suppliers.

**Crisis Intervention & Crisis Case Management**

- Intervention in emergencies such as those resulting from child, spouse, alcohol or drug abuse, illness or unemployment.
- Includes temporary shelter for battered women and crisis hotlines.
- Can also include mediation or cases where the loss of benefits from programs such as TANF or Food Stamps causes family emergencies.

**Donated Goods/Services/Cash**

- Mobilizing, storing and distributing donations of money, food, clothing, furniture, wood and other fuels, and professional services to help families and individuals meet one-time emergencies or recover from disasters.

**Other Emergency Services**

- Can include services such as transportation to meet family emergencies, provision of legal aid.

**Homeless Aid**

- Temporary shelter and/or food programs for the homeless.
- Can include other help, such as clothing, medical care and shelter construction.

**Interagency or Statewide Planning and Coordination**

- Cooperation in meeting community emergency or disaster relief needs through interagency planning and/or coordination.

**Community Organization, Brokerage/Advocacy**

- Projects to mobilize the resources of communities to meet the emergency or disaster relief needs of their low-income groups.
- Projects to increase the awareness of the identified emergency or disaster relief needs of low income groups.

**Homeless Programs**

- Any of the above activities specifically targeted to the homeless population.

**Service Category 6 - Nutrition**

Definitions of specific activities to be included in the Nutrition Service category are as follows:

**Information and Referral/Counseling**

- Information about nutrition services.
- Referral to community programs.
- Can include short-term or one-time counseling to individuals or groups about nutrition, diet and food preparation.

**Surplus Food/Commodities Distribution**

- Use of CSBG resources to store and distribute surplus USDA agricultural commodities and other federally provided emergency food to low-income persons.

**Food Pantries/Shelves**

- Organization or operation of community distribution outlets of locally donated food -- such as donated canned goods and overstocked produce -- to low-income persons. This also includes assistance to regional food banks for preparation of food baskets.

**Hot Meals**

- Providing hot breakfasts, lunches or dinners to low-income children, adults or elderly. This includes congregate or home-delivered meals.

**Gardening/Canning/Self-Help Production**

- Assistance with neighborhood or community gardens to improve the diets of low-income families or operation of community canneries, or other projects to assist low-income families with preserving fruits, vegetables and meats.

**Nutrition Education/Comprehensive Counseling**

- Comprehensive training in nutrition principles, guidance in consumer behavior, home economics, child and infant nutrition training, etc.

**Other Nutrition Projects**

- Use of CSBG resources to amplify or supplement the Women, Infant and Children (WIC) program; summer feeding programs for children; provision of transportation to nutrition project participants; etc.

**Interagency and Statewide Planning and Coordination**

- Cooperation in preventing starvation and malnutrition through interagency planning and/or coordination.

**Community Organization and Brokerage/Advocacy**

- Projects to mobilize community resources to meet the nutritional needs of low-income families, such as Thanksgiving basket campaigns and projects to increase local awareness of identified nutritional needs of low-income groups.

**Homeless Programs**

- Any of the above activities specifically targeted to the homeless population.

**Service Category 7 - Linkages**

Definitions of specific activities to be included in the Linkages Service category are as follows:

**Information & Referral (I & R)**

- This is the classification only for CSBG agencies that utilize umbrella I & R units rather than incorporating the function into each program. List funding for that part of the local CSBG agency that fields all inquiries about available services, and makes referrals to community programs.

**Family/Individual Counseling Programs**

- Programs providing one-to-one sessions with multi-problem individuals or families by certified counselors. *Comprehensive case-management for a long-term development program should be listed in Service Category 8, Self-Sufficiency.*

**Local or State Needs Assessments and Other Community Outreach**

- Projects undertaken by local or state CSBG agencies to identify and prioritize the needs of low-income citizens eligible for CSBG services and covering multiple problem areas and issues.
- Multi-purpose, general activities of units of local CSBG agencies that recruit volunteers and coordinate their activities and/or inform low-income citizens of numerous services for which they are eligible.
- Organizing community meetings.
- Coordinating community activities, such as beautification, recycling or crime prevention campaigns.

**Transportation Projects**

- Multi-purpose transportation components that take participants, young and old, to services they need within their communities.

- Provision of transportation to meet the various needs of the elderly and handicapped, which cannot be assigned to a single direct program purpose in Service Categories 1 - 6 or in the Health Service category.

#### **Elderly Projects**

- Multi-purpose or miscellaneous projects not listed in other subcategories and that are primarily for elderly people. (Employment or hot lunch projects, even if exclusively for the elderly, would be reflected in the Employment and Nutrition categories, respectively.) Can include such projects as support for multi-purpose senior centers or recreation, consumer and homemaker services.

#### **Neighborhood/Community Development**

- General funding for neighborhood or community centers that are multi-purpose satellites of local CSBG agencies; community or economic development projects of local CSBG agencies; etc.

#### **Summer Youth Recreation**

- Projects to involve low-income youth in summer activities.

#### **Other Linkages Projects**

- Miscellaneous projects, such as full-year youth recreation projects; multi-purpose services for ex-offenders, etc. Please provide some details describing these projects.

#### **Interagency Planning and Coordination**

- Activities to cooperate with and participate in the planning and/or coordination of community services for low-income groups, such as support for planner(s) or planning units of generalists that support all CSBG funded services.

#### **Community Organization and Brokerage/Advocacy Projects**

- Comprehensive, multiple-purpose projects of local CSBG agencies to mobilize community resources to meet a range of difficulties preventing low-income citizens from attaining self sufficiency.
- Projects of state CSBG offices to increase statewide awareness of identified needs of low income populations.

#### **Homeless Programs**

- Any of the above activities specifically targeted to the homeless population.

### **Service Category 8 - Self-Sufficiency**

The purpose of this section is to capture expenditures being devoted to comprehensive, long-term programs of family development whose purpose is to help program participants achieve a set of goals which will result in greater self-sufficiency and will eliminate some of the causes of that family's poverty. While all CSBG expenditures in some way relate to these purposes, this section is for reporting on specific sub-grantee programs whose name and core purpose is related to such coordinated comprehensive strategies.

A significant number of Community Action Agencies are now incorporating comprehensive self sufficiency programs into their program participant service practices. Recommendations from the states, CAAs and the National Information Systems Task Force suggested the CSBG/IS address these activities and their distinct services in a separate category. In order to determine



what a comprehensive self-sufficiency program involves, refer to the description of fundamental elements.

**A Comprehensive Self-Sufficiency Program** is a comprehensive system of support services which promotes, empowers and nurtures families or family members toward self-sufficiency. At a minimum, the following elements are included in a comprehensive case management program:

- a comprehensive assessment of the issues facing the family or family members and the resources the family brings to address these issues;
- a written plan toward self-support created with each family;
- a comprehensive assortment of services that are available to implement the plan;
- a case management methodology used to track and evaluate progress, as well as adjust the plan as needed; and
- staff who are flexible and establish trusting and long-term relationships with participants.

Definitions of specific activities to be included in the Self-Sufficiency Service category are as follows:

**Case Management**

- A system which helps program participants to achieve self-sufficiency through comprehensive education and other goal-oriented action, etc. under the guidance of a trained professional.

**Child Care**

- Expenditures to pay for participants' childcare while they achieve program goals.

**Family/Individual Counseling Programs**

- Counseling programs developed as part of the overall strategy for achieving self-sufficiency.

**Cash Assistance**

- Purchases or cash grants to program participants.

**Family Development/Intervention for Family Stabilization**

- This refers to resource mobilization by agency workers who either provide or have provided case management and advocacy for families and individuals to promote self-sufficiency and coordinate public and private community resources to meet needs. This includes activities to assist families and individuals in preventing or addressing personal and situational problems by arranging and/or providing short-term assistance in developing long-range plans to meet multiple needs and emergencies that are preventing self-sufficiency. Services include outreach, advocacy, informal counseling, information and referral, follow-up and promoting active program participant participation in the process.

**Homeless Programs**

- Any of the above activities specifically targeted to the homeless population.

## **Service Category 9 - Health**

The purpose of this section is to capture the increasing number of health-related activities that states have historically reported under “Linkages: Other.” The categories below are those mentioned in notes provided by states on their past surveys. Programs historically reported under Nutrition should remain there, even though they promote good health. Definitions of specific activities to be included in the Health Service category are as follows:

### **Transportation to Medical Services**

- Transportation of low-income people to and from medical services.

### **Medical or Dental Screening**

- Expenditures for services to assess medical or dental needs.

### **Immunization**

- Expenditures in support of immunization programs and/or for providing immunization.

### **Prevention of Drug Abuse or Alcoholism**

- Funding for programs of education and support of program participants for prevention of these health problems.

### **Treatment of Alcohol/Drug Abuse**

- Expenditures related to identification and in- or out-patient treatment of these addictions.

### **Pregnancy Related Maternal and Infant Health**

- Expenditures related to health services for expectant and new mothers and infants. If these services are predominantly nutritional, e.g., education and food, they should continue to be reported under the Nutrition Service category, as should CSBG expenditures which directly support the WIC program. If most of the resources are being spent for non-nutritional screening and services, report them here.

### **Family Planning Services**

- Family planning, counseling, information and/or assistance.

### **Rural Health Programs**

- All programs designed to coordinate/increase all health resources available in rural areas.

### **Homeless Programs**

- Any of the above activities specifically targeted to the homeless population.

### **Other Primary Health Care**

- This portion is for reporting direct primary services (services to eliminate disease, injury, malnutrition etc., not indirect help like education and prevention) funded by CSBG. Please provide additional information so we can fully understand the services offered. Medication, clinic visits, or home health care not covered in a subcategory above might fit here.

### **Other Health Programs**

- Any important health related services we may have missed above. Please provide us as much additional information as possible for any entries you make here.

## **Service Category 10 - Administrative**

### **Administrative Costs**

- Administrative costs are those which aren't readily assignable to a particular program funding stream, but rather relate to the general management of the grantee organization.